



Foreign Affairs Manual

VOLUME 3 – Personnel

Change Transmittal: PER-698

Date: 6-24-2013

3 FAM 2610 POSITION MANAGEMENT

3 FAM 3240 REPRESENTATION ALLOWANCES

3 FAM 3360 EMERGENCY LEAVE TRANSFER PROGRAM

Changes

1. This Change Transmittal issues an administrative change initiated by the Office of Directives Management. The changes are related to RM's reorganization from the Bureau of Resource Management (RM) into two bureaus: The Bureau of Budget and Planning (BP) and The Bureau of the Comptroller and Global Financial Services (CGFS).
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions (Paper Copies)

1. Remove and discard the old 3 FAM 2610 (CT:PER-643; 06-23-2011) and insert the new 3 FAM 2610 (CT:PER-698; 06-24-2013).

2. Remove and discard the old 3 FAM 3240 (CT:PER-678; 06-22-2012) and insert the new 3 FAM 3240 (CT:PER-698; 06-24-2013).
3. Remove and discard the old 3 FAM 3360 (CT:PER-678; 06-22-2012) and insert the new 3 FAM 3360 (CT:PER-698; 06-24-2013).
4. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:PER-698, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
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3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.